



PARKS WORKER I (Seasonal/Temporary)

City of Saint Paul Job Announcement

Application Deadline : Open until filled (but no later than May 29, 2009)

These are seasonal, temporary positions that may work part-time or full-time. There are no benefits for these positions.

GENERAL DUTIES:

Performs routine manual labor in a park, on a playground, or at other public grounds or buildings; and performs related duties as required.

REQUIREMENTS:

Age:

- Must be at least 16 years old by date of hire (for positions in Parks and Recreation).
- Applicants for Parks Worker I in Public Works Department must be at least 17 years old by date of hire.

Driver's License:

- Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state license, with no moving violation suspensions or revocations (including DUI) within the one-year period prior to the date of hire (suspensions for parking-related offenses excluded). A provisional driver's license (without restrictions) will be accepted.

Other:

- Applicants selected for this position must be available to work flexible hours and work when needed.

HOW TO APPLY:

Use the Special Employment Application attached (page 3 and 4 of this announcement). Submit in one of the following ways:

1. In person or by mail to:

Office of Human Resources
200 City Hall Annex
25 W. Fourth Street
Saint Paul, Minnesota 55102

2. Via fax to: 651-292-7656

FOR MORE INFORMATION CALL:

(651) 643-3473 for jobs in Parks and Recreation: Operations or Como Campus
(651) 772-7554 for jobs in Parks and Recreation: Golf.
(651) 646-1679 for jobs in Parks and Recreation: Midway Stadium.
(651) 292-6600 for jobs in Public Works

SELECTION PROCESS: Indicate your location preference on your application. A representative from one or more of the locations will review your application and may schedule an interview with you. You will be required to bring your driver's license to the employment interview.

If you are offered employment with the City of Saint Paul, you must provide documentation (no photocopies) which shows you are legally eligible for employment in the United States. (Examples include, but are not limited to: school photo or driver's license and Social Security card, or US Passport, or Certificate of US Citizenship.)

Hourly Rate of Pay:

Parks Worker I <i>(all positions, except those in Operations and Como Campus)</i>	Parks Worker I – Operations/Como Campus
1 st 500 hours \$8.40	1-499 hours \$9.14
2 nd 500 hours \$9.14	500 - 1499 hours \$9.84
3 rd 500 hours \$9.84	1500+ hours \$10.56
4 th 500+hours \$10.56	

Additional Information about the Position

Park Worker I jobs are seasonal (temporary) full-time and part-time positions. Temporary employees are not certified and do not accrue benefits. They are limited to a maximum of 1,040 hours within one year. Below is additional information about the positions in the Division of Parks & Recreation and the Public Works Department.

Public Works: Mow and weed whip grass on boulevards and banks along roadways; pick up trash and litter on roadways and sidewalks in the downtown area. Must be at least 17 years old.

Parks & Recreation: Light labor job assisting in the maintenance of park grounds and buildings. At Midway Stadium, sweeps, picks up and removes trash, empties trash barrels, and mops floors.

Competencies: The listed examples may not include all the competencies performed by all positions in this class.

Technical Expertise, Technology Used and Work Methods:

1. Demonstrates a basic knowledge of grounds and building maintenance and an ability to learn and apply that knowledge to identify and resolve normal problems associated with the work.
2. Demonstrates an ability to quickly learn and follow departmental and City policies.
3. Demonstrates an ability to properly and safely operate and maintain a motor vehicle, small engine equipment and other equipment and tools in the performance of their assignments.
4. Demonstrates an ability to follow and guide others in established safety practices and according to the manufacturers' specifications and department procedures, the proper use and care of vehicles, equipment, and tools.
5. Demonstrates an ability to lift equipment, tools, and supplies of up to 50 pounds, maneuver them around obstacles and under adverse conditions.
6. Demonstrates an ability and willingness to work in all types of environmental conditions.

Problem Solving, Prioritization, Project and Program Management, Planning and Finances

7. Demonstrates an ability to gain an understanding of job assignments and a basic understanding of the department mission and vision.
8. Demonstrates an ability to resolve routine problems and asks for help, or notifies the supervisor of problems that cannot be resolved or of decisions that need to be made. Demonstrates ability to use work order submission process.
9. Demonstrates an ability to plan, organize, and prioritize own work, meet deadlines, and adhere to work schedule and hours assigned. Demonstrates an ability to be flexible and adaptable to changes in work assignments.
10. Demonstrates an ability to take responsibility for own action. Demonstrates initiative by anticipating and securing tools and equipment needed to complete assigned tasks.
11. Demonstrates an ability to maintain grounds, buildings, and work areas in a neat, orderly, and quality manner.

Communication

12. Demonstrates an ability to effectively listen, speak, and interact tactfully in a work group or with the public.
13. Demonstrates an ability to follow oral and written instructions.
14. Demonstrates an ability to communicate with a diverse group of coworkers, supervisors and the public in a cooperative, non-argumentative manner, using calm and moderate tones and appropriate language.
15. Demonstrates ability to complete required departmental forms, records, and daily reports.
16. Demonstrates an ability to communicate equipment condition to their supervisor.

Teamwork, Leadership and/or Management

17. Demonstrates an ability to be an effective team member and accomplish the team's assignments within an agreed upon time line and established standards.
18. Demonstrates effective team membership by being self motivated, accepting of assignments, and asking for or offering assistance to team members.
19. Demonstrates an understanding of the specific roles, responsibilities, and expectations of employees within the team.
20. Demonstrates an ability to orient co-workers by modeling desired behavior, demonstrating tasks, and sharing information regarding informal and formal work rules.
21. Demonstrates an ability to be punctual, adaptable, and accountable in individual daily work assignments. Demonstrates self management by organizing their time and prioritizing their work.

Customer Service

22. Demonstrates an ability to quickly gain an understanding of the mission and vision and the associated customer service standards.
23. Demonstrates an understanding of who the customer is and a respect for all customers, both internal City staff and the public.
24. Demonstrates an ability to respond to basic needs of customers in a polite and respectful manner.
25. Demonstrates an ability to know when to refer a customer service issue to a higher-level employee.
26. Demonstrates a commitment to maintain and improve customer service by being attentive to the customer, listening to their concerns, and following through on what was communicated to the customer.
27. Demonstrates an ability to learn from co-workers how to handle customer complaints, questions, or inquiries.
28. Demonstrates an ability to assist in identifying and responding to the needs of the internal and external customers.



City of Saint Paul Special Employment Application

Parks Worker I (Seasonal/Temporary)

PLEASE USE BLUE OR BLACK INK ONLY. PRINT CLEARLY OR TYPE.

Name: _____			
_____	_____	_____	_____
	<i>first</i>	<i>middle</i>	<i>last</i>
Address: _____			
_____	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>Zip</i>
_____ - _____ - _____		(____) _____	(____) _____
<i>Social Security Number</i>		<i>home phone number</i>	<i>work phone number</i>

Please indicate your work location preferences in the boxes below. Indicate up to four (4) preferences and write a #1 for first preference, #2 for second preference and so on.

- ☐ Parks and Recreation: Operations / Como Campus
- ☐ Parks and Recreation: Midway Stadium
- ☐ Parks and Recreation: Golf
- ☐ Public Works Department

Work availability: 1.) During which dates are you available to work? _____

2.) What hours of the day are you available to work? _____

Are you legally eligible for employment in the U.S.? (If hired by the City you must show proof of eligibility.)

☐ Yes ☐ No

Do you possess the required valid MN Class D driver's license or equivalent? Please note: You must have no moving violation suspensions or revocations (including DUI) within the one-year period prior to the date of appointment (suspensions for parking-related offenses excluded).

☐ Yes ☐ No

Are you at least 16 years old (for Parks jobs)? ☐ Yes ☐ No (If no, on what date will you be 16? _____)

Are you at least 17 years old (for Public Works jobs)? ☐ Yes ☐ No (If no, on what date will you be 17? _____)

Briefly describe your most recent work experience. (Experience is not required for employment.)

Dates worked	Hours/week	Company/Organization	Title held/duties performed

Name: _____

Social Security Number: _____

PARKS WORKER I (SEASONAL/TEMPORARY) EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The City of Saint Paul is an Affirmative Action Employer. It is our policy to provide equal opportunities to all. The City of Saint Paul does not discriminate based on race, color, creed, religion, national origin, gender, sexual orientation, disability, age, and marital status, status with regard to public assistance, or membership or activity in a local commission.

YOUR RIGHTS AS A SUBJECT OF DATA

The information you supply on this employment application will be used to assess your qualifications for the position for which you are applying; to distinguish you from other applicants; to identify you in our employment files; and to contact you for employment interviews.

The following information on this application will be considered private data pursuant to the Minnesota Government Data Practices Act: your name, home/work/email address, home phone number, Social Security Number, gender, racial/ethnic group and disability status. If you are certified as eligible for an employment vacancy, your name, education, training and previous work experience will become public data.

Furnishing information regarding your Social Security Number, gender, racial/ethnic and disability data is voluntary, but refusal to supply other requested information will mean your application for employment may not be considered. Race and gender information are used in summary form to monitor protected class employment. Race and gender data may also be used if the job classification for which you applied is under-represented (under-employed) in terms of gender or persons of color. If you do provide the data and subsequently are you hired, the data you have given us will become part of your employee record.

Private data is available only to you and to other persons in the City who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.

Please mark in X on the appropriate line:

Gender: Male _____ Female _____

Race/Ethnicity (*Select all that apply*)

_____ American Indian or Alaska Native: A person having origins in any original peoples of North, Central and South America, and who maintains tribal affiliation or community attachment.

_____ Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ Black, African or African American: A person having origins in any of the black racial groups of Africa.

_____ Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

_____ Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Disability/Disabled is defined as:

(1) Has physical, sensory or mental impairment (condition that significantly limits one or more life activities; or (2) has a record of such an impairment (condition); or (3) Is regarded as having such an impairment (condition).

Do you claim Disability Status? Yes _____ No _____

Certificate of Applicant:

I certify that I am who I have represented myself to be in the application and I affirm and attest that the information I provided on the Equal Employment Opportunity form is true, and complete to the best of my knowledge. I understand that giving false information, including voluntary information, or omitting required information could result in rejection of my application or dismissal if I am hired. I authorize the City of Saint Paul to verify the information I provided on the Equal Opportunity form and the Employment Application. The City of Saint Paul requires verification of identity and employment eligibility of each person hired at the time of employment.

Signature _____ **Date** _____